



# EMPLOYMENT OPPORTUNITY

1. RPA#  
**3250-DSA**

ANALYST'S INITIALS  
**PMC**

DATE  
11/05/04

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>OFFICE TECHNICIAN (TYPING)</b>	3. POSITION NUMBER 720-201-1139-901	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID <b>R04</b>
7. OFFICE OF <b>Business Section, DSA</b>	9. LOCATION (CITY or COUNTY) <b>SACRAMENTO</b>		13. MONTHLY SALARY <b>\$2,510 TO  \$3,050</b>	
8. SEND APPLICATION TO: <b>Division of the State Architect (DSA) 1102 Q Street, Suite 5200 Sacramento, CA 95814  Attn: Derrick Tsang, RPA 3250</b>	10. WORKING HOURS <b>MONDAY-FRIDAY 8am-5pm</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 323-9713</b>			
	12. CALNET NUMBER <b>8-473-9713</b>		14. FILE BY <b>11/19/04</b>	

## SELECTION CRITERIA

Submit State Application (Std 678) to contact above. Applications will be evaluated based on eligibility and qualifications. Interviews may be scheduled. Persons interested must be currently in this classification, transfer eligibility to this classification or be on an eligible employment list.

Under the direction of the Supervising Program Tech II and lead direction of the Energy Resource Specialist II, the incumbent provides clerical and technical support to the Business Section and Energy Plan Review Team. Duties include entering electronic data, contacting clients and consultants, generating invoices, processing invoices and training requests, and ordering office supplies.

## DUTIES

### ESSENTIAL FUNCTIONS

Provides clerical and technical support to the Energy Plan Review Team as directed by the lead ERS II using a personal computer in order to accurately track project submittals and status:

- By entering data for in-coming plans, specifications and other Title 24 documentation into electronic plan review spreadsheet upon receipt.
- By reviewing submittal for completeness by following the submittal checklist and by contacting client via phone or email if documents are missing.
- By coordinating distribution of assigned project plans to Energy Plan Review staff using the project status spreadsheet.
- By entering project status information into spreadsheet log and e-Tracker sheets.
- By generating invoices to clients following the invoice template.

In order to ensure timely and accurate payment of contract invoices received by mail within 2 business days, processes contract invoices following SAM, DGS, and DSA guidelines using a calculator, ETracker database, copy and fax machines.

- By comparing invoice and fee amount with original contract.
- By completing electronic Invoice Dispute Form (Std 209) following form instructions as appropriate.
- By copying invoices and supporting documentation (i.e., dispute correspondence), making copies for the contract file, and forwarding invoices for payment to Business Services.

Maintains a stock of standard office supplies in order to ensure sufficient inventory, on a bi-weekly basis, as directed by the Supervisor:

- By inventorying current stock of supplies using list of standard items
- By completing an order sheet using office supply catalogs to reference price and quantity.
- By submitting order list to Supervising PT II and Regional Manager for approval.
- By ordering office supplies using on-line ordering system on personal computer following system instructions.
- By verifying completeness and accuracy of shipment upon receipt using the order list and packing slip.

**Essential Functions Continued...**

Processes training requests forms (Std 697 or GS 1090) received from office staff in accordance with the DGS Training Coordinator's Manual:

- By reviewing submittal for completeness; documentation (i.e. agenda, course outline and fee information) is attached and form is signed by supervisor.
- By sending the completed training request with supporting documents to division training coordinator at headquarters office via mail.

**MARGINAL FUNCTIONS**

Assists Program Tech II staff in performing duties related to project closings, returning phone calls to clients for status checks, and archiving projects files when workload volume increases as directed by the Supervising PT II.

Assists in the coverage of the Front Reception area of the office by answering the telephone, taking messages, greeting and directing visitors, referring inquiries to the appropriate staff in order to provide constant coverage at the public counter and main telephone line according to office policy as directed by the Supervising PT II.

Files miscellaneous documents according to standardized filing format in order to ensure uniformity in the project files as directed by the Supervisor.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

**Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

**SPECIAL REQUIREMENT - OFFICE TECHNICIAN (TYPING)**

**Ability to:** Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**DESIRABLE QUALIFICATIONS****SPECIAL PERSONAL CHARACTERISTICS**

- A demonstrated interest in assuming increasing responsibility.
- Display mature judgment, tact and discretion in all matters.
- Positive attitude and adaptable to change.
- Ability to work well with a team.
- Good customer service skills.
- Good communication skills, both oral and written.

**ADDITIONAL QUALIFICATIONS**

- Ability to organize, set priorities and work independently.
- Ability to handle telephone calls professionally and with good judgment.
- Intermediate personal computer skills, including electronic mail, word processing, routine database activity, word processing and spreadsheet.

**INTERPERSONAL SKILLS**

- Efficient, conscientious and professional in the work environment.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

Dress appropriate for professional office environment.

Good communication skills, both oral and written.

Ability to read, interpret and apply technical guidelines from various sources.